



GUIDELINE 33 — NORTH DAKOTA LANDFILL OPERATOR CERTIFICATION CONTINUING EDUCATION PROGRAM

NORTH DAKOTA DEPARTMENT OF HEALTH - DIVISION OF WASTE MANAGEMENT

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Attachment: Landfill Operator Continuing Education Credit Log

Chapter 33-20-16 NDAC specifies that permittees of all municipal waste landfills and municipal waste incinerators must have a certified operator on site at all times during operation of the facility. In order to be certified, an applicant must have at least one year's operational experience and must take and pass a written examination given by the Department or its authorized representative. The Department offers annual training sessions for landfill operations.

Some landfill operators who have repeatedly taken the training course and passed the test have been interested in other ways of obtaining training to comply with the state requirements. The State Administrative Code does allow the Department to approve other training and certification procedures "if the Department finds that the training and certification are substantially equivalent."

The Department is initiating a new policy to allow continuing education for landfill operators to meet the training and certification requirement. To be eligible for the continuing education program, a landfill operator must have attended the state's formal training program and successfully completed the examination **at least twice**. Thereafter, the Department will allow a certified operator to be certified through other approved training courses **every other certification period**. Since certificates are valid for a three year period, the state's formal training program and certification test would need to be taken only every six (6) years; however, the landfill operator must obtain at least 18 Landfill Operator Continuing Education Credits (LOCECs) during the first 3-year period and six LOCECs during the second 3-year period from his last formal North Dakota training program.

The landfill operator must provide documentation that he or she attended a continuing education event and must have written verification from an instructor or other responsible person for the training activity documenting that they attended said training. For most events of a technical nature, one Landfill Operator Continuing Education Credit will be given for each hour of formal technical training or education.

Approval of continuing education credits and training programs is solely at the discretion of Departmental training personnel. The topics should cover a wide range of waste issues and avoid simple repetition of topics. To obtain Landfill Operator Continuing Education Credits, the landfill operator must:

- (1) Keep a general description of the event (such as a brief course outline or program describing the training event) and any handouts. This information could be kept in a separate folder or within the operators training manual.
- (2) Have a training log form (see attached sheet) that **must be signed by the trainer, moderator or Departmental employee** at each specific event. To be certified, the operator must provide the Department with documentation showing the name of the event, the topics covered, the place the training was taken, the date, the hours the training was conducted and the signature and phone number of the trainer or moderator of the event.
- (3) Have available for review any course description, handouts, manuals, training information, etc.

The Department reserves the right to reject any training that is not well documented or which is not approved. The Department will determine how much credit will be given for training events. The Department reserves the right to alter, modify or discontinue the Landfill Operator Continuing Education Credit Program at any time. Any information that significantly conflicts with state law or rules should not be followed.

Participation in the LOCEC Program is still contingent upon submission by the applicant of all certification fees and annual renewal fees and is still subject to all the other requirements of Chapter 33-20-16 of the North Dakota Administrative Code regarding Certification of Operators. Questions regarding the program should be directed to the Division of Waste Management's staff at 701-328-5166.